Center for Educational Performance and Information

Appropriate Placement: Student and Teacher Course Reporting

2023-24 School Year

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Contents

Overview

Ensuring appropriately prepared and endorsed educators are assigned to each classroom is critical for student achievement. Michigan Compiled Law 388.1763 and 388.1606(8) require districts to assign a Teacher of Record to each course, and that the TOR is appropriate for the content and grade levels they are providing instruction within.

To support districts in the review of appropriate placement requirements, CEPI has worked with the Michigan Department of Education (MDE) to develop several resources and tools, which are detailed in this user guide. However, these tools and resources are not intended to replace the complex guidance available on the MDE Permits and Placement website.
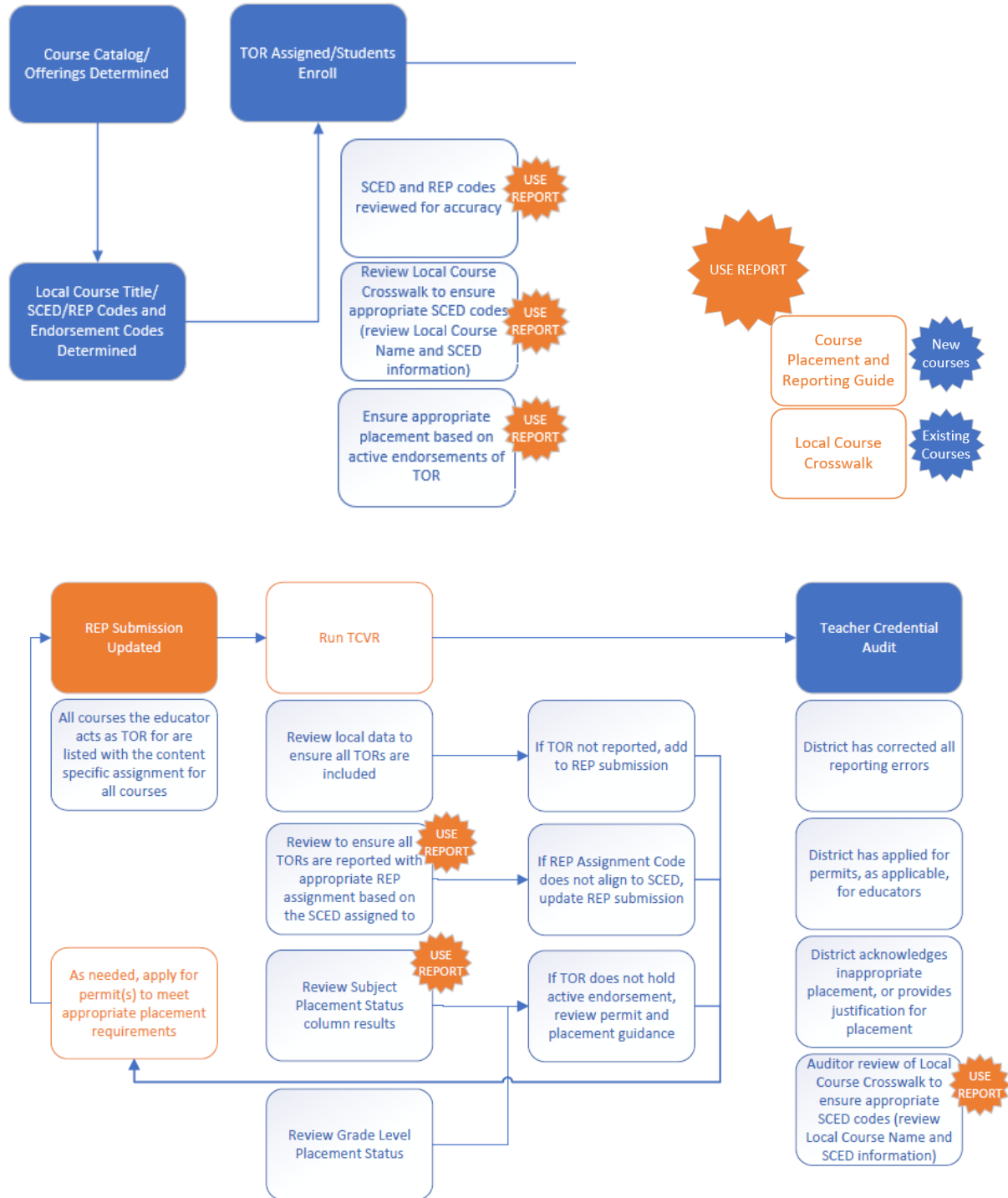
This user guide should be utilized in the review of the student and teacher data sets within the Teacher Student Data Link, Registry of Educational Personnel, and Michigan Online Educator Certification System. Determining appropriate placement of educators must include several considerations that are not able to be accounted for within the available data sets (e.g., special or unique funding, delivery methods, student population, etc.). Local data and information must be used for final determination of appropriate placement. Additional information regarding the limitations are provided in the report sections within this guide.

Process

The review of the TSDL, REP and MOECS data for appropriate placement will require coordination across district data systems, and those engaged in various steps of the student course and educator placement process. It is imperative that all parties are involved to ensure aligned and accurate data submissions.

The following diagram and checklist walk through the process that should be used to ensure alignment across the student and teacher courses and data sets, and when specific resources should be used.

Top Flow

Course Catalog/ Offerings Determined → **TOR Assigned/Students Enroll**

Course Catalog/ Offerings Determined → **Local Course Title/ SCED/REP Codes and Endorsement Codes Determined**

Local Course Title/ SCED/REP Codes and Endorsement Codes Determined → **TOR Assigned/Students Enroll**

Steps leading to TOR Assigned/Students Enroll:
- SCED and REP codes reviewed for accuracy — **USE REPORT**
- Review Local Course Crosswalk to ensure appropriate SCED codes (review Local Course Name and SCED information) — **USE REPORT**
- Ensure appropriate placement based on active endorsements of TOR — **USE REPORT**

USE REPORT
- Course Placement and Reporting Guide → New courses
- Local Course Crosswalk → Existing Courses

Bottom Flow

REP Submission Updated → **Run TCVR** → **Teacher Credential Audit**

REP Submission Updated:
- All courses the educator acts as TOR for are listed with the content specific assignment for all courses
- As needed, apply for permit(s) to meet appropriate placement requirements

Run TCVR:
- Review local data to ensure all TORs are included → If TOR not reported, add to REP submission
- Review to ensure all TORs are reported with appropriate REP assignment based on the SCED assigned to — **USE REPORT** → If REP Assignment Code does not align to SCED, update REP submission
- Review Subject Placement Status column results — **USE REPORT** → If TOR does not hold active endorsement, review permit and placement guidance
- Review Grade Level Placement Status

Teacher Credential Audit:
- District has corrected all reporting errors
- District has applied for permits, as applicable, for educators
- District acknowledges inappropriate placement, or provides justification for placement
- Auditor review of Local Course Crosswalk to ensure appropriate SCED codes (review Local Course Name and SCED information) — **USE REPORT**

Detailed Process

1. Locally determine Course Catalog/Offerings
2. Use Course Placement and Reporting Guide and/or Local Course Crosswalk to determine Local Course Title, SCED, REP Assignment, MOECS Endorsement codes and populate in local systems
   a. Review established courses using the Local Course Crosswalk
   b. If new courses have been added since the previous TSDL submission, use the Course Placement and Reporting Guide
   c. Review the SCED code to ensure the appropriate code is being used to align to the course content
   d. Review the aligned REP Assignment Code(s) so the educator assigned as TOR can be accurately reported in REP
   e. Review the Allowable Endorsements to ensure the educator assigned as the TOR holds appropriate endorsement(s)
3. Locally enroll students and assign Teacher of Record to all courses
4. Update REP submission with instructional staff assignments
   a. Ensure all educators acting as TOR are included with the instructional assignment aligned to the SCED
   b. If an individual holding a Daily Substitute Permit is acting as TOR, they must be reported with the aligned instructional assignment code in REP
5. Run Teacher Credential Verification Report
   a. Review local data to ensure all educators acting as TOR are included
      i. If TOR is not included, update REP submission to include educator and/or instructional assignment
   b. Review local data to ensure all courses the educator is acting as TOR for are included in the reported REP assignment code(s)
      i. If the REP Assignment Code does not align to the SCED, update the REP submission
   c. Review the Subject Placement Status and Grade Level Placement columns within TCVR
      i. If the TOR does not hold an active endorsement, review [MDE Permits and Placement](#)
      ii. Apply for and use permits and flexibility options to meet appropriate placement requirements as needed.
6. Teacher Credential Audit
   a. Local district has corrected all reporting errors
   b. District has applied for permits, as needed, for TORs
   c. District acknowledges inappropriate placement or provides justification for placement
   d. Auditor review of Local Course Crosswalk to ensure accuracy of SCED and REP codes reported
7. Student courses reported in TSDL submission (*Migrant students must be reported in the Migrant TSDL collection within 10 days of entering/exiting the district)
   a. Ensure TOR PIC is reported on each student course

Course Placement and Reporting Guide

Report Description

The Course Placement and Reporting Guide provides the comprehensive list of available SCED codes, aligned REP Assignment Codes and allowable MOECS Endorsement Codes for all courses. Reporting accurate student SCED Codes and aligned Teacher of Record REP Assignment Codes is critical to ensuring educators hold an appropriate endorsement to act as the Teacher of Record.

This report reflects best data practices and does not account for every allowable assignment and endorsement code, or the detailed nuances of educator placement provided within the Educator Placement and Flexibilities (michigan.gov) guidance.

This report should be used at multiple steps within the process when **new courses** are being designed within the district:

1. When the district determines a new course offering, and the local course information is determined, the district should utilize the Course Placement and Reporting Guide to determine what SCED code best aligns to the local description.
2. Once the SCED is determined, the MOECS Allowable Endorsement(s) should be reviewed to determine how the course will be staffed.
3. Once the course has students enrolled and the Teacher of Record has been assigned, the aligned REP Assignment Code should be attributed to the educator acting as the TOR, and SCED reported within the TSDL collection on the student course.

Once courses are established and have been reported within the previous school year TSDL collection, use the Local Course Crosswalk report to streamline the review of existing courses (details and description of Local Course Crosswalk on page 8 of this guide).

Report Details

This guide includes the active SCED codes accepted within the TSDL Collection. This does not include SCED codes that were active in previous versions. This report is publicly available on the CEPI website: Course Placement and Reporting Guide.

Data Details

Column Position	Column Header	Data Description and Details
A	SCED Code	This is the 5-digit School Courses for the Exchange of Data code classifying the course content.
B	SCED Course Title	The Course Title associated with the 5-digit SCED code for the course.

C	SCED Description	The description of the course associated with the 5-digit SCED code for the course.
D	REP Assign Code 1	This is the recommended REP assignment code aligned with the course content of the associated SCED code.
E	REP Assign Desc 1	This is the description of the REP assignment code in the previous column.
F	REP Assign Code 2	If multiple assignment codes are aligned to the SCED code, this column will reflect additional REP assignment codes considered aligned with the SCED. If there is only one recommended REP assignment code, this column may be left blank.
G	REP Assign Desc 2	This is the description of the REP assignment code 2. If there is no value in the Assign Code 2 column, this column will be left blank.
H	REP Assign Code 3	If multiple assignment codes are aligned to the SCED code, this column will reflect additional REP assignment codes considered aligned with the SCED. If there is only one recommended REP assignment code, this column may be left blank.
I	REP Assign Desc 3	This is the description of the REP assignment code 3. If there is no value in the Assign Code 2 column, this column will be left blank.
J	MOECS Allowable Endors 1	This is the allowable Endorsement Code, issued in MOECS, aligned with the course content.
K	MOESC Endors Desc 1	This is the description of the allowable Endorsement Code from the previous column, issued in MOECS, aligned with the course content.
L	MOECS Allowable Endors 2	If multiple endorsement codes are allowable for the content of the course, this column will reflect additional endorsement codes. If there is only one allowable endorsement code, this column may be left blank.
M	MOESC Endors Desc 2	This is the description of the endorsement code 2, from previous column. If there is no value in the Assign Code 2 column, this column will be left blank.
…W	MOECS Allowable Endors/MOESC Endors Desc	Columns allow for up to seven MOECS Endorsement Codes and Descriptions, reflected through column W. This column may be blank if there are fewer recommended endorsement codes for alignment.

Local Course Crosswalk

Report Description

The Local Course Crosswalk provides a list of unique SCED codes and Local Course information reported by the district in TSDL collections for the previous school year (includes General and Migrant TSDL Collections). Based on the unique Local Course Codes and SCED Codes combinations reported by the district, the report generates the aligned REP Assignment Codes, and MOECS Allowable Endorsement Codes for the SCED.

This report should be used to ensure the district is reporting an accurate SCED and REP Assignment Code that is best aligned to the Local Course information, and determining if an educator holds an appropriate Subject Endorsement Code(s) to act as Teacher of Record for the course.

This report reflects best data practices and does not account every allowable assignment and endorsement code, or the detailed nuances of educator placement provided within the [Educator Placement and Flexibilities](#) guidance.

Report Details

This report only includes SCED Codes reported by the district within the previous school year TSDL collection(s). This does not include all SCED codes that are available for the submission. To review the full list of available SCED codes, the [Course Placement and Reporting Guide](#) should be used, details included on page 6 of this guide.

- This report is available in the Michigan Student Data System Audit FTE menu.
- This report can be used with the TCVR to validate the appropriate REP Assignment Code is reported for the SCED course codes for all courses they are acting as the TOR.
  - If an incorrect REP Assignment Code is being reported, this should be updated in the REP collection.
- This report can be used to review the Local Course data to ensure the accuracy of the SCED Code reported in TSDL with the Local Course data.
  - If an incorrect SCED Code is being reported, this should be updated in the TSDL collection, a review of the associated educator records should occur to ensure accuracy through the data submissions.

This report also includes the MOECS Endorsement Codes, which can be used to ensure appropriate placement and potential permitting needs. Again, this does not replace the many nuances within the [Educator Placement and Flexibilities](#) guidance, but can be used to determine which codes the system expects to see for Subject Placement Status review of the In/Out status within the TCVR (details on page 10 of this guide).

Data Details

Column Position	Column Header	Data Description and details
A	Local Course Code	This is the local course code associated with the student course reported by the district in the previous TSDL submission.
B	Local Course Name	This is the local course name associated with the student course reported by the district in the previous TSDL submission.
C	SCED Code	This is the 5-digit School Courses for the Exchange of Data code classifying the course content. This report provides the unique SCED Codes reported by the district in the previous TSDL submission.
D	SCED Course Title	The Course Title associated with the 5-digit SCED code for the course.
E	SCED Description	The description of the course associated with the 5-digit SCED code for the course.
F	REP Assign Code 1	This is the recommended REP assignment code aligned with the course content of the associated SCED code.
G	REP Assign Desc 1	This is the description of the REP assignment code in the previous column.
H	REP Assign Code 2	If multiple assignment codes are aligned to the SCED code, this column will reflect additional REP assignment codes considered aligned with the SCED. If there is only one recommended REP assignment code, this column may be left blank.
I	REP Assign Desc 2	This is the description of the REP assignment code 2. If there is no value in the Assign Code 2 column, this column will be left blank.
J	REP Assign Code 3	If multiple assignment codes are aligned to the SCED code, this column will reflect additional REP assignment codes considered aligned with the SCED. If there is only one recommended REP assignment code, this column may be left blank.
K	REP Assign Desc 3	This is the description of the REP assignment code 3. If there is no value in the Assign Code 2 column, this column will be left blank.
L	MOECS Allowable Endors 1	This is the allowable Endorsement Code, issued in MOECS, aligned with the course content.
M	MOESC Endors Desc 1	This is the description of the allowable Endorsement Code from the previous column, issued in MOECS, aligned with the course content.
…Y	MOECS Allowable Endors/MOESC Endors Desc	If multiple endorsement codes are allowable for the content of the course, this column will reflect additional endorsement codes. If there is only one allowable endorsement code, this column may be left blank.

Teacher Credential Verification Report

Report Description

Ensuring an appropriately prepared and endorsed educator is assigned to each classroom is critical for student achievement. To support districts in the review of appropriate placement requirements, the Teacher Credential Verification Report was developed. It is important to note, this not intended to replace the complex guidance available from MDE Permits and Placement.

The TCVR can be used as one resource, or starting point, to determine appropriate placement of educators. The report uses REP assignment data and MOECS credential data to perform a comparison and determine if the educator is placed in an eligible course, based on the guidance included in the Quick Reference Guide: Courses That Can Be Taught.

Determining Appropriate Placement of educators must include several considerations not able to be accounted for within the available data sets (e.g., special or unique funding, delivery methods, student population, etc.). The TCVR is designed as a resource to start local investigations to determine if educators are appropriately placed for the courses they are assigned in compliance with MCL 388.1763.

Report Details

The TCVR requires the REP collection to be updated. Once records are updated within the collection system, and meet the criteria listed below, the TCVR will be populated with the applicable data. See **Report Limitations** below for additional important information regarding the use of this report.

This report is available within the MSDS, Audit FTE menu. This will require coordination with the MSDS and REP Authorized User to generate and review the report.

Instructional Staff/Teacher of Record:

1. Includes individual records that have been updated within the applicable REP collection (Fall and EOY).
   a. Records with a red "x" status are not included in this report.
2. Includes individual records reported with Instructional Assignment Codes within Field 10: School Assignment Data, detailed below:
   a. Instructional Assignment Codes include: 000AX, through 000ZZ, 60300, 00192-00197, and 00500 through 00599 (**excluding** Assignment Codes: 000NY, 000ND, 00200 through 00413).

Individuals reported with multiple Instructional Assignment Codes will be reflected in the report for each unique assignment/credential match.

If the educator has multiple credentials, all credentials will be used to be match to the reported assignment. If an endorsement code aligns to the REP assignment code, the report will default to display the aligned endorsement. If the educator holds more than one allowable endorsement for the assignment code, only one endorsement will be displayed within the report.

- This report and matching include all credential types issued within MOECS.

Daily Substitutes: Assignment Code 00SUB- Daily Substitute Teacher is **not** included in the TCVR. This report is designed to support review of educators reported as the Teacher of Record, requiring an Instructional Assignment Code within the REP.

- If an individual with a Daily Substitute Permit is acting as the TOR, they must be reported as the TOR within the REP, with the appropriately aligned Instructional Assignment Code (codes included listed above).
- Individuals reported within REP with Field 10 Instructional Assignment Code that hold a Daily Substitute Permit will be reflected within the report.

Career and Technical Education: CTE Courses do not use SCED codes. The REP Assignment Codes in range 00500-00599 reflect CTE courses, and will be mapped to the recommended CIP Code, as provided in the CTE Teacher Certification guidance.

Dual Enrollment: Courses that are for post-secondary credit, and staffed by a post-secondary instructor are not required to be reported in REP or TSDL.

Special Education: Teacher of Record placement guidance is unique in the Special Education setting. Special Education Teacher Assignments guidance should be used in the review of Special Education Instructional Staff. For REP reporting Special Education teachers should be reported based on the subject area they are providing instruction within:

- **Birth to age 5 (not Kindergarten) Special Education**: Report the applicable Early Childhood Classroom assignment code (60200, 60300 or 60400).
- **Elementary/middle school**: Report 000ZG- K-8 Self Contained Classroom, or the subject specific assignment codes when specific courses are taught (typically in middle school setting grades 6-8).
- **High school to age 26**: Report the subject specific assignments when appropriate. Report "00197" for classrooms where all students in that class period are assessed by alternate achievement standards. Report "00196" non-core academic classes such as transition skills.
    - Assignment Codes 00196 and 00197 will not map to specific SCED codes, therefore will result in a "review settings" status for subject placement.
- Information on Special Education Assignment Codes begin on page 31 of the REP Data Field Manual. Details for the Early Childhood Assignment Codes begin on page 37.

- Special Education Students should be reported with the SCED code that aligns to the subject specific content of the courses.
  - o Detailed recommendations for Special Education course reporting can be found in the [MDE Guidance on Course Reporting (Special Ed)](#) document.

Virtual Instruction: All educators must be reported in REP, including all virtual/online teachers with the instructional assignment code aligned to the course content. Additional information regarding the placement of virtual instructors can be found in the MDE Guidance for [Virtual/Online or Computer-Based Instruction](#). In the TSDL student course, the PIC of the TOR should be reported in the PIC characteristic.

A Virtual Mentor may be required to be assigned to the course, as prescribed in the [Pupil Accounting Manual](#). Since the Virtual Mentor does not require a credentialed employee, these are not included in the TCVR, and should be reported in the REP with the Virtual Mentor Assignment Code of 00379. Within the TSDL Student Course, the Virtual Mentor PIC should be reported in the Mentor PIC characteristic.

Report Limitations and Usage

Completeness of REP Submission: The TCVR cannot determine if all individuals acting as TOR within the district are included. If an individual is not reported in REP with an Instructional Assignment Code, the record will not be included in this report. If the individual is acting as the TOR, they must be reported accurately in the REP submission.

Accuracy of Assignments: The TCVR cannot determine the validity of the REP Assignment Code. The reported REP Assignment Codes must be aligned with the SCED associated with the student courses in TSDL. This report cannot determine if the REP Assignment Code is appropriate for the student course. There are two resources that can be used for this review, the Course Placement and Reporting Guide and the Local Course Crosswalk.

The **Course Placement and Reporting Guide** provides the detailed mapping of **all active SCED Codes** to REP Assignment Codes and allowable MOECS Subject Endorsement Codes. This report is detailed on page 6 of this user guide.

The **Local Course Crosswalk** provides the district with **the unique SCED codes reported in the previous TSDL Collections,** with the aligned REP Assignment Code and MOECS Subject Endorsement Code from the **Course Placement and Reporting Guide**. This report is detailed on page 8 of this user guide.

Subject Placement Status (Column P): This is a calculated field that will result in a value of "In," "Out" or "Review Settings." The value is determined from the reported REP Assignment Code and MOECS Subject Endorsements for the individual.

- "In" is reflected when the reported REP Assignment Code aligns to one of the allowable MOECS Endorsement Codes. Review the Course Placement and Reporting Guide to determine if the REP assignment code is appropriate.
- "Out" is reflected when the reported REP Assignment Code does not align to any of the allowable Endorsement Codes as reflected in the Course Placement and Reporting Guide. This may be an indication that the REP Assignment code is not reported accurately, or that a permit is necessary to meet placement requirements.
- "Review Settings" is reflected when the REP Assignment Code does not reflect subject area placement and is not able to determine the appropriate Subject Endorsement Codes. This will be reflected for the Instructional Special Education and Early Childhood REP Assignment Codes (00195, 00196, 00197, 60300 and 60400).

Grade Placement Status (Column T): This is a calculated field that will result in a value of "In" or "Out". The value is determined from the reported REP Grades or Educational Settings and the MOECS Grade Range Endorsements for the individual.

- "In" is reflected when the reported REP Grades/Educational Settings is within the allowable grade range for the MOECS Endorsement Codes.
- "Out" is reflected when the reported REP Grades/Educational Settings is not within the allowable grade range for the MOECS Endorsement Codes. This may be an indication that the REP Grades/Educational Settings is not reported accurately, or that a permit is necessary to meet placement requirements.

Data Details

Column Position	Column Header	Data Description and details
A	Building Code	REP Field 10: Building/Facility Code; Educators reported with multiple assignments or building will be listed multiple times in the report.
B	Building Name	REP Field 10: Building/Facility Name of building code associated with the assignment.
C	PIC	Field 26: Personnel Identification Code from the REP collection; If the educator credential from MOECS is tied to a different PIC than the REP submission, this will result in a mismatch of data – contact CEPI Customer Support at cepi@michigan.gov
D	Last Name	Field 4: Last Name of educator associated with the PIC.
E	First Name	Field 5: First Name of educator associated with the PIC.
F	Date Of Hire	Field 9: Date of Hire from the REP collection.
G	Date Of Termination	Field 26: Date of Termination from the REP collection; if the record is reported with a continuing code (Employment Status 97, 98 or 99), this field will be blank.
H	On Leave*	Field 12: Funded Position Status within applicable REP collection; Values of 3, 4 and 6 indicate "Yes"; otherwise, this field will be left blank.

I	MOECS Credential Type	The type of credential mapped to associated assignment from MOECS.
J	MOECS Credential Number	The Credential Number associated with the Credential Type in Column J.
K	Issue Date	Date the associated credential became active, sourced from MOECS.
L	Expiration Date	Date the associated credential is no longer valid, sourced from MOECS.
M	Expired Credential Flag*	Indicator for individuals with credentials with expiration dates prior to the current date. This may indicate the educator needs to take action to complete a renewal, that they are no longer actively educating, and/or additional follow up is needed.
N	REP Assignment Code	Assignment Code from Field 10: School Assignment Data within applicable REP collection; Include assignment codes 000AX, through 000ZZ (excluding 000NY, 000ND, 00200 thru 00413) 60300, 60400, 00192-00197, and 00500 through 00599.
O	MOECS Subject Endorsement	Endorsement Subject of the associated credential active for the individual in MOECS.
P	Subject Placement Status*	Automated mapping of reported REP Assignment Code to allowable MOECS Subject Endorsements. See above section on Subject Placement Status for details.
Q	REP Grade Assignment	Field 10: Grade K-12 reported with the associated assignment code. Within the REP submission Grades OR Educational Settings must be reported for each assignment. This means that only column Q or R will be populated.
R	REP Education Setting Assignment	Field 10: Educational Setting reported with the assignment code. Within the REP submission Grades OR Educational Settings must be reported for each assignment. This means that only column Q or R will be populated.
S	MOECS Grade Endorsement	Endorsement Grade Levels of the associated credential active for the individual in MOECS.
T	Grade Placement Status*	Automated mapping of REP reported Field 10 Grades/Educational Settings to allowable MOECS Grade Endorsements. See above section on Grade Placement Status for details.

*Indicates calculated field